

# PeopleSoft

## Multiple Job Checklist

### HR/Payroll/Benefits

May 2006



This checklist highlights the Menu Items, Components, and Pages necessary for basic initial processing. The checklists focus on the most common general situations.

Add Concurrent Job is used when the employee you are hiring is already employed by your agency, another agency, or the university system and will be active in two or more positions on the Peoplesoft payroll system.

This Checklist should be used when your new employee is already employed by the state and will be active in two or more positions on Peoplesoft.

## HR/Payroll Checklist for Hiring a Multiple Job Employee

Once you have verified that the employee will be active in another position within the Peoplesoft system you will need to add a concurrent job.

### Add Concurrent Job:

HR: (Navigation: Administer Workforce> Administer Workforce (GBL)> Use> Add Concurrent Job)

- Enter the employee's EmplID
- Empl Rcd Nbr  
(The system will assign this when you tab out of the EmplID)
- Click on the Add Button

## Add Concurrent Job (work location tab):

- Change the effective date to the hire date
  - Effective sequence of 0
  - Action of Hire
  - Reason of HIR
  - Job Indicator will default to Secondary Job
- 
- Verify the information on
    - Work Location
    - Job Information
    - Payroll
    - Salary Plan
    - Compensation
    - Earnings Distribution

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data New Window

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Person, Mark L. Employee EmplID: 7006964 Empl Rcd#: 1

Work Location First 1 of 1 Last

Employee Status: Active Date Created: 04/02/2004

Effective Date: 03/15/2004 Effective Sequence: 0 Job Indicator: Secondary Job

Action / Reason: Hire HIR Hire

Position Number: 88003272 ACCOUNTING MANAGER II Position Entry Date: 03/15/2004

Override Position Data Position Management Record

Regulatory Region: USA United States

Company: ND State of North Dakota

Business Unit: 32500 Human Services

Department: 325101 Finance Department Entry Date: 03/15/2004

Location: 32500 HumanSvc

Supervisor ID:

Reports To:

ID:

Establishment ID:

Job Data Employment Data Earnings Distribution Benefits Program Participation

Make any necessary changes.

The paygroup for a multiple job employee will always be MJ1.

The Benefit Record Number on the Benefit Program Participation page will default to match the Empl Rcd number. It should be left as that if the employee is employed with a different business unit. **If the employee is a MJ within your business unit, then you will need to change the Benefit Record Number to match the Empl Rcd number on the primary job. Example: If the Empl Rcd for the primary job within your business unit is 0, then change the benefit record from 1 to 0.**

After you have saved this data return to Administer Workforce > Administer Workforce (GBL) > Use >. Then go to Job Data and click on the Employment Data Page.

The Company Seniority Date:  
This will default to the hire date of this position.

The Service Date:  
This will default to the hire date and you should change it to the first of the month of the hire.

Home > Administer Workforce > Administer Workforce (GBL) > Use > Job Data New Window

Employment Information

Person, Mark L. Employee EmplID: 7006964 Empl Rcd#: 1

Home/Host: Home Time Reporter Data

Business Title: ACCOUNTING MANAGER II

Work Phone:

Hire Date: 03/15/2004 Probation Date:

Termination Date: Last Date Worked:

Rehire Date: Expected Return Date:

Company Seniority Date: 02/09/2004 Years Months Days 0 2 3

Service Date: 02/01/2004 0 2 11

Date Last Increase:

Last Verification Date: Professional Experience Date:

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

The other HR pages that should be completed for a MJ1 employee is the Workers' Compensation page.

The rest of the HR pages (Personal Data, Emergency Contact, and Driver's License Data) the Payroll pages (Direct Deposit, Employee Tax Distribution, Employee Tax Data, and General Deduction Data) and the Benefit pages should not be entered since this information is the same as Empl Rcd 0. Benefits and deductions will only be taken on the primary job, which is Empl Rcd 0.

**Commitment Accounting:** (Navigation: Home>Define Business Rules>Define Commit Accounting (US)>Setup>Department Budget Table)

**Department Budget Table** (All employees must have a department budget table. If this employee is filling a previously existing regular position, the table may already be set up, but ensure the established account code(s) is correct for that employee.)

**Please notify either OMB or the other Agency that employs this person and have them move this employee to the MJ1 Paygroup.**

## Benefits:

Follow these steps if the concurrent job is between your agency and another state agency. If the employee has concurrent jobs within your agency, the event should automatically close.

- 1. Verify schedule and program Assignment** (Compensate Employees>Administer Automated Benefits>Use>Event Status Update or Processing Controls Update)
- 2. Prepare Options** (Compensate Employees>Administer Automated Benefits>Process> Run Control)
- 3. Produce enrollment form(s)** (Compensate Employees>Administer Automated Benefits>Report>Enrollment Statement)
- 4. Elect Options** (Compensate Employees>Administer Automated Benefits>Use>Election Entry)
- 5. Finalize/enroll** (Compensate Employees>Administer Automated Benefits>Process>Run Control)
- 6. Verify Finalized Event** (Compensate Employees>Administer Automated Benefits>Use>Event Status Update or Processing Controls Update)

**7. Validate enrollment either in Base Benefits** (Compensate Employees>Administer Base Benefits>use>health plans, life, leave plans, etc.)  
**or by viewing in the Benefits Summary (Pay Dedns)** (Navigation:  
Home > Compensate Employees > Administer Base Benefits > Inquire>Benefit Summary (Pay Dedns)